**Process Design:**

1. Policy Configuration

- HR configures policies for travel and food allowances based on employee grade and city tiers.

- Policies are stored in the Policy Management Service.

2. Voucher Request by Employee

- Employee logs in and requests a voucher based on their grade and applicable policies.

- The request is saved and sent to the HR for initial approval.

3. HR Approval

- HR receives the voucher request and verifies the details.

- Upon approval, the request is forwarded to the manager.

4. Manager Approval

- The manager reviews the request and either approves or rejects it.

- If approved, the voucher is generated and made available in the employee’s login.

5. Voucher Generation and Claim

- Once approved by the manager, the voucher is generated.

- The employee is notified and can claim the voucher through the frontend.

6. Notification

- Notifications are sent at each step to the relevant parties (employee, HR, manager).

7. Auditing

- All actions are logged by the Audit Service for compliance and future reference.

**Features and Functionalities:**

1. Policy Management

- Create, update, and delete policies for travel and food allowances.

- Define allowances based on employee grade and city tiers.

2. Voucher Request Management

- Employees can request vouchers through the frontend.

- Track the status of voucher requests (Pending HR approval, Pending Manager approval, Approved, Rejected).

3. Approval Workflow

- HR can view and approve/reject voucher requests.

- Managers can view and approve/reject HR-approved voucher requests.

- Multi-level approval process with status tracking.

4. Voucher Management

- Generate vouchers upon final approval.

- View and manage all vouchers.

- Track voucher usage and redemption status.

5. Notification System

- Send notifications to employees, HR, and managers at each step.

- Reminders for pending approvals and voucher redemption.

6. Reporting

- Generate reports on voucher requests, approvals, and redemptions.

7. Security and Compliance

- Secure authentication and authorization.

- Ensure data privacy and compliance with relevant regulations.

**Example Workflow:**

1. Policy Configuration

- HR logs into the system and navigates to the Policy Management section.

- HR creates a policy: "Grade A - Tier 1 city - Travel allowance RS200/day, Food allowance Rs500/day".

- HR saves the policy.

2. Voucher Request by Employee

- Employee with Grade A logs into the system and requests a travel voucher.

- The request is saved and a notification is sent to HR.

3. HR Approval

- HR logs into the system, views the pending request, and verifies the details.

- HR approves the request, and it is forwarded to the manager.

- A notification is sent to the manager.

4. Manager Approval

- The manager logs into the system, reviews the request, and approves it.

- A notification is sent to the employee and the voucher is generated.

5. Voucher Generation and Claim

- The employee receives a notification that the voucher is available.

- The employee logs in and claims the voucher for use.

6. Reporting

- HR generates a report showing all vouchers issued and their approval statuses.